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ECONOMIC COMMISSION FOR EUROPE

Committee on the Development of Trade

Working Party on Facilitation of International Trade Procedures

UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT

Trade and Development Board

Advisory Services on Trade Documentation

TRADE DOCUMENTATION INFORMATION

ALIGNMENT OF IATA "SHIPPER'S LETTER OF INSTRUCTION" TO THE ECE LAYOUT KEY

(Note by the Interregional Adviser on Trade Documentation)

1. The International Air Transport Association (IATA) has adopted a Recommended Practice No. 1650 on Shipper's Letter of Instruction, worded as follows :

"WHEREAS the ECE key layout for forms has been adopted by many countries as the basic design for export documents and in order to enable shippers to utilize the advantages of an aligned series of forms, it is

RECOMMENDED that,

(1) Wherever practicable, Members shall adopt a Shipper's Letter of Instruction aligned with the ECE layout key, the format and wording of which are shown in ATTACHMENT 'A' hereto.

(2) Special care should be taken to ensure proper marginal alignment. The left-hand top corner of the 'Shipper' box should be 10 mm. (3/8") from the top paper margin and 20 mm. (6/8") from the left paper margin."

2. Another Recommended Practice No. 1600 recommends that, wherever feasible for cargo transportation documents, the appropriate International Standardization Organization (ISO) sizes be used as indicated for each of the various documents concerned. Of interest in connexion with the international work on document alignment are the Manual Air Waybill/Consignment Note, the Shipper's Letter of Instruction and the Cargo Manifest, for all of which the ISO size A.4 (210 x 290 mm) has been specified.

3. The format referred to as Attachment "A" in paragraph 1, drawn on paper of ISO size A.4 and adjusted accordingly, with margins as specified in the Recommended Practice No. 1650 and other measurements as shown in the Attachment, is reproduced as Annex.

GE.72-24258

10 mm

SHIPPER'S LETTER OF INSTRUCTIONS FOR ISSUING AIR WAYBILL (AIR CONSIGNMENT NOTE)

20 mm

SHIPPER

25 mm

CONSIGNEE

25 mm

25 mm

company heading

You are hereby requested and authorized upon receipt of the consignment described herein to prepare and sign the Air Waybill and other necessary documents on our behalf and despatch the consignment in accordance with your Conditions of Contract.

8.5 mm

Airport of Departure	Airport of Destination
REQUESTED ROUTING	
REQUESTING BOOKING	

8.5 mm

8.5 mm

MARKS AND NUMBERS	NO. & KIND OF PKGS	DESCRIPTION OF GOODS	GROSS WEIGHT	MEASUREMENT

AIR FREIGHT CHARGES (Mark one to apply)	☐ PREPAID ☐ COLLECT (If Service Available)	OTHER CHARGES At Origin (Mark one to apply)	☐ PREPAID ☐ COLLECT (If service Available)	INSURANCE - AMOUNT REQUESTED
DECLARED VALUE				SHIPPER'S C.O.D.
For Carriage		For Customs		
HANDLING INFORMATION AND REMARKS				DATE

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